

**DRAFT MINUTES
COMMITTEE ON EARLY CAREER DEVELOPMENT (CECD)
IMECE MEETING 2008 – SATURDAY, November 1, 2008**

Boston, Massachusetts

Meeting Room: Dalton (3rd Floor), 8:30am – 4:30pm

1. The CECD meeting was call to order at 8:30 AM.

2. Voice of the Customer Report

Roy Arbeit discussed the early career results from the VOC research conducted by ASME to determine the needs of our customers. The objective was to obtain insights that will help better focus resource and efforts to create and deliver important value for individual members and organizations.

3. Committee Member Introductions & Guests

- a) **Committee Members;** Jen Jewers, Aaron Ryan, Loretta McHugh, Brian Gin, Elizabeth Schwartz, Julie Maupin, Julie Bachmann, Meredith Caldwell, Ruth Tan, Eduardo Barrientos, Robert Camp, Scott Waters, Anita Rebarchak (alternate), Eric Ruggiero (special Invitee)
- b) **Guests;** Bob Luna, Dave Soukup, Roy Arbeit, S. Chandrashekhar, Michael Kreisberg, Dan Nathan-Roberts, Howard Berkof, Lauren Rathmann, Mindy Grinnan, A. Mihhail, Tom Perry, Candice Bauer, Marianne Chan, Larry Dickson

4. Approval of the Agenda/AM 2008 Minutes

The IMECE 2008/CECD meeting agenda and the Annual Meeting 2008 minutes were approved as modified.

**5. Early Career Forums - Project Team Updates since October Conference Call
IMECE ECDF – Tomorrow!!!**

- Venezuela ECF
 - November 15 & 16
 - Website: <http://www.2008ecfvenezuela.com/>

Future ECFs

- District D/Idaho entrepreneurship ECF
 - Eduardo contacted Tony Crawford after receiving lead
 - This is in conjunction with what was previously identified as the Santa Clara Section conference
- Seattle/Western WA Section ECF
 - Brian is working on putting together this ECF
 - Planned to have their first planning meeting on Thursday, Oct. 30th
- District G, Asian ECF
 - Scheduled to be in Taiwan in April 2009
 - Drexel ECF

ECF Team Activities

- ECF Manual is now online (link from the ECF website on asme.org):
<http://files.asme.org/asmeorg/Communities/EarlyCareer/Forum/15946.pdf>
- Setting goals and planning for the future will happen later in the meeting today

6. **Early Career Development Series** - Project Team Updates since October Conference Call
No updates to report

7. **ME Today** - Project Team Updates since October Conference Call

The ME Today project team has initiated a long plan to develop all four issues for 2009. Although this is a project team the CECD as a whole is asked to contribute ideas, articles, etc to the team to consider. A job description has been written to secure an ECLIPSE intern or a committee MAL slot that could work on the publication on a long-term.

► View [ME Today Project Team Report](#) and [Feedback](#) CECD responses

Action Item: Cheryl will talk with ASME IT to determine if RSS Feeds, add comments, ranking for ME Today can happen through our current infrastructure – if not how can we do this?

8. **European Young Engineers (EYE) Report**

Tom Perry, Jen Jewers and Eduardo Barrientos traveled to Dusseldorf, Germany to attend the EYE conference from October 24th-26th. This conference is one of two EYE conferences held. It offers keynote presentations, workshops, tours and insight into the culture of the hosting country.

► View [EYE Presentation](#)

9. **CECD Elections (3 MALs for 3-yr term, 1 MALs for 1-yr term, SSC rep)**

a) Julie Maupin, Eric Ruggiero and Ruth Tan were voted in for a 3-year term; Scott Waters voted in for a 1-year term; Fawad Kiramart was voted as Student Section Representative.

b) Project Teams were re-aligned and the CECD members will contribute to the teams below;

- **Early Career Development Series;** Julie Maupin (lead), Loretta McHugh, Brian Gin, Robert Camp. Ref: Annmarie, Mindy, Shane, Melissa Carl;
Next Conference Call: week of December 1, 2008
- **Transition;** Julie Maupin (lead), Loretta McHugh, Robert Camp, Julie Bachmann, Eric Ruggiero, Meredith Caldwell, Scott Waters, Aaron Ryan;
Next Conference Call: week of 11/24/2008
- **Early Career Forum;** Eduardo Barrientos (lead), Ruth Tan, Brian Gin, Meredith Caldwell, Scott Waters, Elizabeth Schwartz, Fawad Kiramart, Anita Rebarchak;
Next Conference Call: week of 11/3/2008
- **ME Today;** Ruth Tan (lead), Eduardo Barrientos, Eric Ruggiero, Scott Waters, Fawad Kiramart, Julie Maupin, Aaron Ryan ; Next Conference Call: December 2, 12:00 – 1:00 PM

10. **Early Career Forums Brainstorming (Goals and Future Plans)**

The CECD brainstormed to come up with ideas for promoting, marketing, planning ECFs to heighten the exposure of the program among our internal and external customers;

- Promotion (external) – what has catch your eye (2 minutes)
Wikipedia, Apple Introductions, Logo, “The Carve” – White Castles, catch phrase, Humor, “er” – suspense, what is it., simple, pictures, colors, Blogs, You Tube – other conferences, attaching Product to something people care about, personalized, Free give a ways, links w/banners on District Leader sites, You Tube – links to Peerlink, Target the EC District person, Go to global communities board meeting, LTC – session/lunch/after this?, Stickers, Picture w/town.
- Marketing (Internal) – Create webinars with districts/sections/divisions to discuss the benefits to hold and provide support for Units by them participating on teleconferences with ECF project

team that are interested in and planning a ECF to ask questions. Post on web as additional resource.

- Planning – Webinar for immediate ECFs. Project team to approach Howard, Anita, Dan, Angel and other to participate on conference call about putting on ECFs – delivering content and answering questions. **Important not to have all participants from one event, but from different events geographically.** Create a feedback form (electronic report). : 30 minute presentation/Q&A (live, but recorded).

Action Item: Loretta to check on the LTC – ECF presentation to be held. Elizabeth/Aaron to work on presentation for LTC.

11. **Early Career Technical Conference Brainstorming (Goals and Future Plans)**

The CECD came to the realization that the committee and Centers sector would not be the most appropriate unit to develop ECTC's. Loretta will approach Noha El-Ghobashy about future plans for this concept and let her know that we will continue to support with funding from the Old Guard and possible non-technical content. Brainstorm; poster sessions, presentations, papers, industry focused, attached to another conferences, Technical Divisions (VP-elect), EC Paper award.

12. **Transitions Focus Group Update**

This project team will review and update the ASME [Transitions](#) website by identifying and developing life-cycle content that will help early career engineers as they transition from one phase of their lives to another. More than ten Transitions will be developed by the project team. Initial ideas include student, graduate, employee, personal development, moving to a new city, changing jobs, going back to school, marriage/kids, losing your job, (How to ask for training, time off, conference, promotion, pay increase), link to PPC modules, working in different a country.

13. **Customer Segment Team Update (Loretta, lead volunteer on the team)**

The ASME Marketing organization has created an Early Career Customer Segment Team to review products and services available across the society as a whole. An inventory has been completed to review and validation. The team represents all ASME sectors (staff); Codes & Standards, Strategic Management, K&C, Centers, and Institutes. Amy Benton, Portfolio Manager is the project leader and keeps Loretta informed/updated by phone conversation after each meeting, thus far.

14. **Parking Lot/Action Items for IMECE**

- Announcement: Submit articles to Marianne Chan by December 5, 2008 for a senior sections bi-annual communication. The next opportunity will be after the Annual Meeting
- Find out if “comments” can be added to ME Today infrastructure (Cheryl)
- Use “Outlook meeting” notices for CECD/Project conference calls (Jen, Project Chairs)
- Communicate that EC programs for sections can be executed on a smaller scale (ECF project team)

15. **Meeting Adjournment at 4:30 PM.**

Next CECD Telecon: Wednesday, December 10th, 1:00pm-2:00pm EST

Next CECD Meeting: AM 2009, June 13th – Palm Desert, CA